

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT COUNTY ENGINEER		Date: 8/19/03
Position Level: 12	FLSA Status: Exempt	Class Code: 12-2

GENERAL DESCRIPTION

Responsible for assisting the County Engineer with all functions of the Engineering Department including in-house design, inspection, construction management and surveying; supervising engineering staff and field operations; also serves as the County's Assistant Traffic Engineer and Assistant Stormwater Engineer.

KEY RESPONSIBILITIES

1. Assists with the operation of the engineering department, carrying out priorities, assignments, and overseeing work product. Oversees the work of engineering consultants.*
2. Assists with administrative functions, including budget preparation and management, purchase and payment approval, staff meetings, preparation of project status reports, reviewing and answering incoming correspondence, preparing letters to citizens, County Commissioners and other agencies.*
3. Represents Monroe County at various interagency meetings and attends County Commission Meetings as requested.*
4. Answers phone calls, email, and reviews and approves time sheets.*
5. Under direction and in coordination with the County Engineer, reviews, amends and approves contracts, engineering drawings, surveys, technical specifications for projects designed in-house, including roads, parks, buildings, etc.*
6. Assists with the preparation and implementation of the County's Capital Improvement Plan and Seven year Roadway/Bicycle Path Plan.*
7. Performs and oversees traffic studies involving safety hazards, traffic control devices, changes in speed limits, etc. Serves as the County's Assistant Traffic Engineer.*
8. Assists County Engineer in reviewing Stormwater Management plans and drainage calculations from the County Building Department associated with commercial development to ensure compliance with the County's Stormwater Management Ordinance and County Code. Serves as the County's Assistant Stormwater Engineer.
9. Under direction of the County Engineer, reviews and approves permit applications, signing and sealing associated engineering drawings to the FDOT, Corps of Engineers, Department of Environmental Protection, City and County Building Department, SFWMD, USFWS, etc.*
10. As the Assistant County Engineer, performs duties specified in the County Code section 9.5 - 26, and provides technical assistance to other County departments.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required with a Major in Civil Engineering
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytical: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytical: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Must be licensed and registered in accordance with Florida Statutes 471 and 336.03 (Professional Engineer – P.E.) and possess a valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____